

## Temp. Duty Travel Allowances

§ 301-70.301

employee's normal costs for transportation between:

- (1) Office or duty point and another place of business;
- (2) Places of business; or
- (3) Residence and place of business other than office or duty point.

### **§301-70.103 In what circumstance may we authorize use of ship service?**

Travel by ship is not generally regarded as advantageous. You must determine that the advantages accruing from the use of ocean transportation offset the higher costs associated with ship travel, i.e., per diem, transportation, and lost worktime.

### **§301-70.104 What factors should we consider in determining whether to require an employee to commit to the use of a Government automobile?**

You should consider:

- (a) The advantages of using a Government automobile. Such advantages may include, but are not limited to:
  - (1) Full utilization or availability of fleet vehicles;
  - (2) Lower cost;
  - (3) Official presence.
- (b) The type of travel the employee performs. You should require such a commitment when an employee or group of employees requires the use of an automobile for official travel on a frequent or repetitive basis.

### **§301-70.105 May we prohibit an employee from using a POV on official travel?**

No, but if the employee elects to use a POV instead of an alternative form of transportation you authorize, you must:

- (a) Limit reimbursement to the constructive cost of the authorized method of transportation, which is the sum of per diem and transportation expenses the employee would reasonably have incurred when traveling by the authorized method of transportation; and
- (b) Charge leave for any duty hours that are missed as a result of travel by POV.

## Subpart C—Policies and Procedures Relating to Per Diem Expenses

### **§301-70.200 What governing policies must we establish for authorization and payment of per diem expenses?**

You must establish policies and procedures governing:

- (a) Who will authorize a rest period;
- (b) Circumstances allowing a rest period during prolonged travel (see §301-11.20 for minimum standards);
- (c) If, and in what instances, you will allow an employee to return to his/her official station on non-workdays;
- (d) Who will determine if an employee will be allowed to return to his/her official station on a case by case basis.
- (e) Who will determine in what instances you will pay a reduced per diem rate;
- (f) Who will determine, and in what instances, actual expenses are appropriate in each individual case; and
- (g) If you will define a radius broader than the official station in which per diem or actual expense will not be authorized.

## Subpart D—Policies and Procedures Relating to Miscellaneous Expenses

### **§301-70.300 How should we administer the authorization and payment of miscellaneous expenses?**

You should limit payment of miscellaneous expenses to only those expenses that are necessary and in the interest of the Government.

### **§301-70.301 What governing policies must we establish for payment of miscellaneous expenses?**

You must establish policies and procedures governing:

- (a) Who will determine when excess baggage is necessary for official travel;
- (b) When you will pay for communications services, including whether you will pay for a telephone call to the employee's home or place where the employee's dependent children are;
- (c) Who will determine if other miscellaneous expenses are appropriate for

reimbursement in connection with official travel.

**Subpart E—Policies and Procedures Relating to Travel of an Employee with a Disability or Special Need**

**§ 301-70.400 How should we authorize and administer the payment of additional travel expenses for an employee with a disability or special need?**

You should authorize and administer the payment to reasonably accommodate employee(s) with disabilities in accordance with the Rehabilitation Act of 1973, as amended, 29 U.S.C. 701-797(b) and 5 U.S.C. 3102 and Part 301-13 of this chapter. An employee with a special need should be treated the same as an employee with a disability. The additional travel expenses must be necessary to accommodate the employee's needs.

[63 FR 15971, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

**§ 301-70.401 What governing policies and procedures must we establish regarding travel of an employee with a disability or special need?**

You must establish the policies and procedures governing:

(a) Who will determine if an employee has a disability or special need which requires accommodation, including when documentation is necessary under §§ 301-10.123, 301-10.124, 301-10.162, and 301-10.183, and when a determination may be based on a clearly visible physical condition; and

(b) Who will determine how to reasonably accommodate the employee and what expenses you will pay.

**Subpart F—Policies and Procedures for Emergency Travel of Employee Due to Illness or Injury**

**§ 301-70.500 What governing policies and procedures should we establish relating to emergency travel?**

Each agency must determine:

(a) When you will authorize emergency travel under part 301-30;

(b) Who will determine if the employee's situation warrants payment for emergency travel expenses;

(c) When and by whom travel to an alternate location other than official station or point of interruption will be authorized; and

(d) Who will determine when and if the definition of family may be extended and to whom.

**§ 301-70.501 Does per diem continue when an employee interrupts a travel assignment because of an incapacitating illness or injury?**

Yes. Such an employee who takes leave of any kind will be allowed a per diem allowance not to exceed the maximum rates for the location where the interruption occurs. Per diem may be continued for a reasonable period, normally not to exceed 14 calendar days (including fractional days) for any one period of absence. However, per diem will not be paid if the employee is confined to a hospital or medical facility at the official duty station or medical facility which the employee would have selected for treatment if the illness or injury had occurred at the official station.

**§ 301-70.502 What additional emergency expenses should we allow for?**

When an employee discontinues a TDY assignment before its completion due to an incapacitating illness or injury, transportation and per diem expenses are allowed for return travel to the official station or to receive medical attention.

**§ 301-70.503 When the employee is able to travel, should we continue the use of the existing travel authorization?**

Not if the interrupted trip was authorized under a trip by trip authorization. If, when the employee's health has been restored, the agency decides that it is in the Government's interest to return the employee to the TDY location, such return is considered to be a new travel assignment at Government expense. An interrupted trip authorized under an open or limited open authorization may be continued without further authorization.